

WE KNOW

BUSINESS STRATEGY

BOARD MEETINGS

QUICK GUIDE

Board meetings need to run efficiently to be effective. This entails preparation before the meeting, and keeping meetings on track according to the agenda. Board papers should be sent out prior to the Board meeting to give the Board time to read them and raise any issues contained within during the Board meeting itself.

Below summarises the main elements that Board meetings and Board papers should contain to ensure that the Board remains informed about activities of the organisation.

BOARD MEETINGS

- Monthly 2-3 hours maximum
- Attendees – CEO, Board members, Secretary
- Every meeting should have an appointed chair to lead the meeting, and a secretary to record minutes
- Board papers – sent out at least one week prior to meeting (see content below)
- Minutes recorded
 - Present & apologies
 - Key actions/issues discussed
 - Decisions made
 - Progress against business plan

BOARD PAPER CONTENTS

- Agenda – put together by CEO
- Minutes of previous meeting
- Decisions made
- Operational report
- CEO management and key issues summary (with supporting papers)
 - Introduction (summary on current period)
 - Follow up issues from the last meeting
 - Internal issues
 - Staffing
 - Financials update
 - Supplier relationships
 - Marketing and promotion
 - VIP visits, special project updates etc.
 - External issues
 - Economic impacts
 - Government policy changes e.g. probationary period
 - Industry initiatives/changes, projects involved in etc.
 - Conclusion
- Progress against Business Plan including key performance indicators (KPI's) and accounts to end of that month
- Media file

COMMUNICATION

In between Board meetings, CEO/Management should operate on a 'no surprises' policy e.g. if there is something that arises of a critical nature (e.g. significant performance variances) then communication between CEO/Management and Board members should take place between board meetings.

For further information on Board meetings or any other aspect of business advice please contact us on 03 366 5096 or email info@cecc.org.nz.